



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 13-25

OPEN: July 14, 2025

CLOSE: August 4, 2025

POSITION TITLE: CONFIDENTIAL ASSISTANT
GRADE: PRC – 1
SALARY RANGE: PRC 1 - \$57,164- \$90,898
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF COMMISSIONER POLING
901 NEW YORK AVENUE NW, SUITE 200
WASHINGTON, DC 20268-0001
TELEWORK ELIGIBLE: YES – ROUTINE (HYBRID WORK ENVIRONMENT)
APPOINTMENT TYPE: TERM *TERM LIMITED TO COMMISSIONER’S APPOINTMENT
SECURITY
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO ALL US CITIZENS
APPLICATION PERIOD: 3 WEEKS

INTRODUCTION

Commissioner Ashley E. Poling (D) is looking for an enthusiastic Confidential Assistant who has a demonstrated track record of exceptional time management, organizational, and interpersonal skills to join a vibrant team. This person will serve as the Commissioner’s primary point of contact for all communications with internal senior leadership, staff, and external stakeholders and will be responsible for managing and anticipating the Commissioner’s scheduling and administrative support needs. An ideal candidate will have a keen attention to detail, will be adept at building and maintaining relationships, and will be expected to maintain a high level of discretion. This person will work closely with the Commissioner as well as the Commissioner’s Senior Economic & Public Policy Advisor, so being a team player, a self-starter, and a quick learner are essential qualities. The Confidential Assistant position is a hybrid role, with regular in-office presence required. The incumbent will be expected to work onsite multiple days each week to provide in-person support and serve as the face of the Commissioner’s office.

LEARN MORE ABOUT THIS AGENCY

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the United States Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the United States Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the general public.

WORK ENVIRONMENT



No special physical demands such as above-average agility, dexterity, or strength are required to perform the work. Much of the work is sedentary, and the employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, etc. Some work may entail traveling to interviews, meetings, and sources of information.

MAJOR DUTIES AND RESPONSIBILITIES

Administrative Duties:

- Schedule meetings and maintain the calendar for Commissioner Poling, including coordinating in-person and virtual engagements.
- Serve as the first point of contact with all Commission employees, including management of numerous relationships and emergent situations with other Commissioners, their teams, and employees from across the Commission.
- Create and organize physical informational materials for the Commissioner and handle printing and preparation of documents to be used in office or during meetings.
- Provide in-person administrative support to the Commissioner during on-site events, hearings, and day-to-day office operations.
- Order, stock, and maintain office supplies in on-site supply closets, ensuring readiness and availability for the Commissioner and her staff.
- Assist Commissioner Poling and staff with research and management of order approvals.

Stakeholder Interaction:

- Serve as the first point of interaction, both physically and virtually, with any stakeholder the Commissioner interacts with in the postal community, including greeting guests and coordinating physical visits.
- Coordinate all logistical details for meetings in the office, including greeting visitors upon arrival, facilitating entry through building security, and escorting them to Commissioner Poling's office.
- Gather logistical details and prepare materials for external speeches and events the Commissioner may attend and provide in-person staffing and support at such events, as needed.

Timekeeping, Travel, and Internal Engagement:

- Perform timekeeper duties for Commissioner Poling's team by entering time into a timekeeping database, maintaining the leave calendar, finalizing and storing leave slips in appropriate folders, completing necessary timekeeping paperwork as requested by the Office of the Secretary and Administration, and updating leave tracking sheets as necessary.
- Serve as Travel Coordinator for Commissioner Poling and Special Assistant through travel guidance, planning, and submitting travel requests for approval.
- Comply with the Commission's travel policy and procedures to ensure that the expenses are correctly estimated, reimbursement types are correct, and necessary justifications are provided for any exception made to the travel policy.
- Serve as a liaison to Human Resources through ensuring Commissioner Poling's office is up to date with HR records, required forms, and completion of annual required training.
- Coordinate with other internal departments including Ethics and IT to file required paperwork and requests for support, as needed by the Commissioner.

Records Management:

- Establish and maintain office files, both physically and within the Office 365 environment, including proper handling and organization of confidential and sensitive materials, project files, administrative material, and regulations, reports, forms, etc., in compliance with the Commission's records schedule.
- Work directly with the Commissioner in person to carry out filing procedures and ensure records are maintained accurately and securely.



Correspondence and Communications Management:

- Work with Commissioner Poling to craft recipient lists for official correspondence and manage the physical preparation and mailing of materials to stakeholders in the postal industry.
- Write correspondence, memoranda, reports, work schedules, etc., from drafts or notes.
- Receive, open, and summarize the Commissioner's incoming mail delivered to the office.
- Take photographs of Commissioner Poling during meetings with stakeholders and at external events for use in Commission social media posts; may also assist in writing copy or designing posts for online publication.

Unique Nature of the Position:

- It is essential that trust is always maintained between the Commissioner and her Confidential Assistant. The Confidential Assistant is frequently required to be in meetings with the Commissioner(s) where sensitive or non-public information is discussed or policy deliberations take place and must exercise the utmost discretion and professionalism at all times.
- Must be available to attend in-person meetings, often on short notice, on behalf of the Commissioner or her Special Assistant, and be able to take detailed notes and promptly provide summaries to the Commissioner and her team.

QUALITIES

- Effectively communicates with senior leaders and stakeholders.
- Anticipates needs of Commissioner through strong organizational skills and time management.
- Ideal candidate will be adaptable and have strong multi-tasking skills.
- Excellent attention to detail, follow-through, and initiative.
- Flexible and able to take direction.
- Understands the importance of maintaining a high level of discretion and confidentiality.

To be eligible for consideration, your application materials must demonstrate that you have experience that has equipped you with the ability, skill, and knowledge to successfully perform the duties of the position described above. Typically, experience will be related to legal or regulatory work at a level similar to this position and may encompass paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

EDUCATION

- Bachelor's degree required.
- No less than three years of experience supporting an executive or senior leader.
- Hill experience strongly preferred.
- Proficient in Office 365 (Outlook, Excel, Teams, SharePoint, and PowerPoint).
- Must have demonstrable organizational, oral and written communication, and time management skills.

HOW YOU WILL BE EVALUATED

You will be evaluated by a screening panel based on evidence of your ability to successfully perform the duties of the position according to the qualifications outlined in this announcement. The panel will forward the appropriate candidates to Commissioner Poling for further consideration and possible interview.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of

Postal Regulatory Commission 901 New York Avenue, NW Suite 200 Washington, DC 20268



Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. Commission employees are also subject to Commission-specific ethics rules (39 C.F.R. subpart A of part 3001 and supplemental standards of ethical conduct [5 C.F.R. part 5601]). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on the Commission's annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

For more information, visit [Postal Service Health Benefits \(PSHB\) Program](#)

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.

You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2025>

If you are a current Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan\(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on this program.

You may participate in the **Flexible Spending Account (FSA)** program administered by Inspira Financial for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their PSHB plans.

CONDITIONS OF EMPLOYMENT

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- **Fair Labor Standards Act (FLSA) Status:** Non-Exempt
- **Citizenship Requirement:** You must be a **U.S. citizen or national** to be eligible for this position.
- **The Postal Regulatory Commission uses e-Verify:** All new hires must complete the I-9 form, this information will be processed through e-Verify to determine employment eligibility. If a discrepancy arises, you must take affirmative steps to resolve the matter.

Learn more about [E-Verify](#), including your rights and responsibilities.

- **Background Investigation Requirement:** You must successfully pass a background investigation. Failing to pass the background check may be grounds for removal or legal action. If hired, you may be subject to additional investigations at a later time.
- **Direct Deposit:** You will be required to have all federal salary payments electronically deposited into a bank account with a financial institution of your choice.



- **Selective Service Registration:** All applicants born male, on (or after) 12/31/1959, must be registered with the Selective Service System OR have an approved exemption. Visit www.SSS.gov for more info.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office at HR@prc.gov or Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under 5 U.S.C. §§ 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

ADDITIONAL INFORMATION

Receiving Service Credit or Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active-duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

WHAT TO EXPECT NEXT

Once your online application is submitted you will receive a confirmation notification by email. After we receive the application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, resume, three references, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

HOW TO APPLY

To apply for this position, you must submit an application package containing all required documents. The complete application package must be submitted via email to employment@prc.gov by 11:59 p.m. (EST) on the closing date August 4,



2025, to receive consideration. When submitting your application package, please include the vacancy number in the subject line. Applications received missing the vacancy number in the subject line will result in immediate disqualification.

Failure to provide all required information as requested in the vacancy announcement may result in immediate disqualification.

Application packages will NOT be accepted via mail or fax.

In order for your application to be considered complete, the following documents must be submitted:

1. Cover Letter (no more than two pages)

Resume: For each position listed on your resume, you must specify the following information:

- a. Start and end dates (month/year)
- b. Description of duties
- c. If the position was Federal, you must include the grade and step for each
- d. Education

2. Three (3) References (including at least one professional reference)

3. Current and former Federal employees:

- a. Submit a copy of your most recent non-award SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy.
- b. The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive]

*Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.*

Application packages will NOT be accepted via mail or fax. All applications must be received by 11:59 pm on the closing date.

This vacancy announcement will be open from July 14, 2025 through August 4, 2025. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

For More Information

You can obtain forms and additional information by contacting Kerry Grega at Employment@prc.gov.